Set GradLeaders Calendar to Sync With Outlook Calendar

If GradLeaders (formerly GTS) appointments aren’t showing up on your Outlook calendar, follow the steps below to resolve the issue.

**Step by step guide**

1. Launch Outlook
2. Click the Calendar tab to open the Calendar view
3. Right click on the affected calendar > click **Properties** > click **Permissions**
4. Click the **Add...** button to add a user:

   ![Calendar Properties](image1)

   1. Select the radio button to search for "More columns"
   2. Type “s_web_GTS” > click **Go:**

      ![Add Users](image2)

      3. Double-click the search result “s_web_GTS” to add > Click **OK**
   4. Click “s_web_GTS” to select/highlight > and select **Publishing Editor** from the Permission Level: drop-down menu:

     ![Calendar Properties](image3)
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